



## About the TEAMS Security Form and TEAMS LEA User Roles

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### **For assistance with security access, contact:**

TEAMS Security Manager Mary Graff, (406) 444- 3448 or [mgraff@mt.gov](mailto:mgraff@mt.gov)

### **For general information about the TEAMS project, contact:**

(For basic info about School Staffing/TEAMS - [click here](#) )

School Staffing/TEAMS Project Manager Danielle Murphy, (406) 444-1625 or [dmurphy@mt.gov](mailto:dmurphy@mt.gov)

School Staffing/TEAMS Project Assistant Joan Anderson, (406) 444-0701 or [janderson3@mt.gov](mailto:janderson3@mt.gov)

School Staffing/TEAMS Project Website:

[http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1\\_12](http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1_12)

### **What is the TEAMS Security Form? Why is it used?**

The TEAMS Security Form is used by the district Authorized Representative (AR) to tell OPI which district staff people should be given a user ID and password for the new TEAMS system. Each district AR must fill out a [TEAMS Security Form](#) and mail or fax it to OPI so OPI can set up login rights for each district user on TEAMS.

OPI is preparing to open the first two parts of the TEAMS system by the end of May 2013. The two parts are the SEID (School Employee ID) Generator and the Terms of Employment (TOE) data collection.

To use the SEID Generator and submit the TOE report in the TEAMS system, users must be assigned rights by the district's AR.

### **Who is the AR? Why does the AR have to sign the form?**

The Authorized Representative (AR) is usually the district superintendent or county superintendent, unless the school board officially designated the duty to a Board member or other district staff person. The AR must sign the form because it is an official verification/assignment of access into the TEAMS system.

## **What are the TEAMS roles?**

OPI is establishing 2 user roles at this time:

1) TEAMS Human Resource User -- This role will be able to use the SEID Generator to request SEID numbers for employees of the district and enter the Terms of Employment (TOE) report, which includes a variety of contract information and position assignments. This role should be assigned to a district clerk/business manager or human resources manager, or someone in the business office or payroll office that has access to staff contract information and position assignments in schools of the district; and

2) TEAMS Authorized Representative (AR) User -- On TEAMS, the AR role has full rights for all TEAMS screens and reporting operations. The AR of a district is an official status on OPI's records. Upon receiving the TEAMS Security Form from the AR, OPI will assign the TEAMS AR User role to the AR of record and establish a username and password.

## **When will users get their usernames and passwords from OPI?**

Immediately before the TEAMS system is opened online, OPI will email each user his or her password.

Please contact OPI if you need assistance.

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